## CHANGE METHOD OF PAYMENT

#### Introduction

This section of the document will explain how an authorized user can submit a request to change the method of payment on an employer account. An eligible employer can elect to change the payment method from reimbursable to contributory or from contributory to reimbursable. In order to be eligible the employer must be a private non-profit employer or a Governmental entity. If a private non-profit employer is requesting that the status be changed to reimbursable, the employer's 501(c)(3) Federal Exemption Letter must be received and/or be on file for the change to take effect. Governmental employees do not need to provide the 501(c)(3) letter to change their status to reimbursable. If your request is to change from reimbursable to contributory status, no documentation is required.

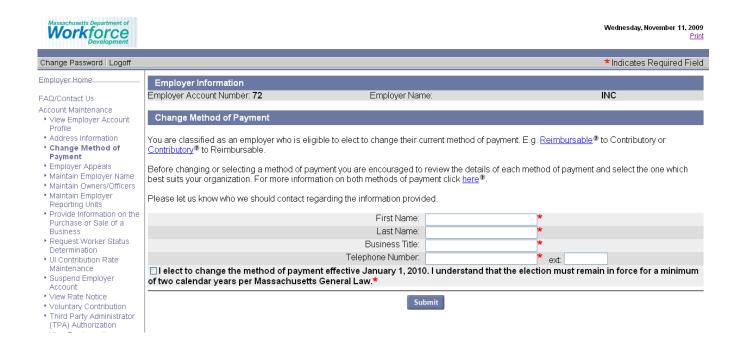
#### Helpful Hints

- A payment method can be elected only when (1) the annual election window for requesting change of payment method is open for the employer or (2) Employer is registering for the first time and indicates 501(c)(3) status or is a governmental employer.
- The annual election window is from the 1<sup>st</sup> of September to the 1<sup>st</sup> of December for private non-profit employers; governmental employers can elect a change in payment method between the 1<sup>st</sup> of September and the 31<sup>st</sup> of December.
- When a change in the method of payment is requested by eligible employers during the annual re-election window, the new payment method will take into effect on 01-Jan of the next year.
- If an employer indicates 501(c)(3) status during registration, then
  they will be initially assigned contributory status. If the 501(c)(3)
  exemption letter is received within a period of 30 days from
  registration, the status will be changed to reimbursable, effective from
  their subjectivity date.

# Step-by-Step Instructions:

- 1. Navigate to the account maintenance home page using the instructions provided in the section 'Navigating to Account Maintenance'.
- 2. Click on the 'Change Payment Method' link from the list of available maintenance functions. The following page will appear. Enter the requested information to complete your changes.

### QUEST - Employer User Guide



3. Click on 'Submit' to complete your changes. A confirmation will appear as shown below.

NOTE: If Employer payment method is currently contributory, the system will change the payment method to reimbursable on the effective date, provided the federal exemption letter 501(c)(3) letter is received by DUA within a period of 30 days. If the Employer payment method is currently reimbursable, the system will change the payment method to contributory on the effective date. A confirmation will appear as shown in the screen below.

If you wish to rescind your election, you can do so before the election window closes. In order to make the change, you must contact DUA, before the annual election window closes.

